

PUBLIC RECORDS

KENTUCKY DEPARTMENT OF VETERANS AFFAIRS

Pursuant to KRS 61.870 through KRS 61.884, the public records of the Kentucky Department of Veterans Affairs are open for inspection or copies by any person on written application to Janet M. Hall, Staff Attorney, who is the official custodian of the records of this agency.

A request for public records should adhere to the following: 1) The request should be made to the official custodian of the agency's records; 2) The request should be in writing and signed by the requester; 3) The requester should indicate whether they desire hard or electronic copies or to inspect the documents; 4) The request should include as specific description of the records sought. The use of the attached form is recommended but not required.

The request may be hand-delivered, mailed, sent via facsimile, or emailed to the agency's records custodian. The email address is Janet.Hall@ky.gov. The facsimile number is (502) 564-9240. Mailed requests should be made to the following:

Janet M. Hall
Staff Attorney
Kentucky Department of Veterans Affairs
1111 Louisville Road, Suite B
Frankfort, Kentucky 40601

Requests can be made between the business hours of 8:00 a.m. and 4:30 p.m., Monday through Friday (except state holidays). Pursuant to SB 150 (2020), "notwithstanding KRS 61.872 and KRS 61.880, a public agency shall respond to the request to inspect or receive copies of public records within five days of its receipt. A public agency may delay on-site inspection during the pendency of a state of emergency."

Copies of the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page, but electronic copies shall be provided whenever possible, at no cost. Copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not the damage the record.